

### *Activities:*

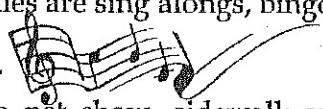
Group activities are a great way to get to know each other. Camaraderie and competition are great ice breakers in developing new relationships. General guidelines for games for both children and adults would include keeping both the games and the rules simple. Have fun!

Activities for children might include relay races, Bozo Buckets, bean bag games, penny scramble, water balloons, bike decorating, pet parade and tug-of-war.



Adult activities might include any of the following: volleyball, dancing, bingo, baseball, sack races and relay races.

Some group activities are sing alongs, bingo, story telling, and movies. Other activities include a pet show, sidewalk art show, white elephant grab-bag and Piñatas.



### *Available Resources:*

As residents of the Village of Wheeling, we all have access to some first class resources which would be appropriate to help organize activities for your Block Party.

The Wheeling Park District will provide you with recreational equipment. You can reserve and rent a picnic pack which includes bats, softballs, bases, soccer balls, volleyballs and more. Call the

Wheeling Park District for additional information (847-465-3333).



The Indian Trails Public Library District has a wealth of materials to assist you in planning a great block party. Check-out cassettes and CDs of popular music, cookbooks on barbecuing and salad making, and books on planning decorations, and outdoor activities. Need entertainment? The library maintains lists of magicians, puppeteers, and multilingual storytellers who might be engaged for entertainment. For additional information, please call the Outreach Department of the Indian Trails Public Library District at 847-459-4100.

### *Cleanup:*

All trash must be removed at the conclusion

of your block party. It's best to designate a clean-up chairperson (someone who will recruit EVERYONE to help). The barricades must be placed at the original delivery point for pickup by the Public Works Department.

### *Remember:*

The objective is to meet and get to know your neighbors. The most important things to remember are to relax and enjoy.

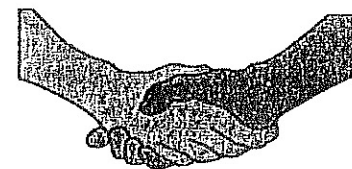


### *For Additional Information Contact:*

Village of Wheeling 847-499-9037  
2 Community Blvd. Wheeling, IL 60090

## *How to Plan, Organize, and Run*

### *A Wheeling Block Party*



*Have Fun and Meet  
Your Neighbors*

### *Why Have a Block Party?*

One very good reason is that this is a wonderful opportunity to get to know your neighbors. With two-income families' valuable free time taken up by heavily scheduled activities, we seldom get to know the other people on our block. Many times we only know the families who live adjacent to us. A block party will give you a vehicle to meet all of your neighbors.



Knowing your neighbors helps to create a friendly and caring community; a place where you will receive a friendly wave as you go down the street, a neighborhood where you can turn for help. A friendly neighborhood is a safe neighborhood because neighbors care about one another and their neighborhood.



### *How Do I Go About Getting A Block Party Started?*

#### *Initial Planning:*

Don't do it alone. Involve as many of your neighbors as possible in an initial planning meeting. Make one household the coordinating center for the party; then delegate the following responsibilities to specific individuals:

- Obtaining a permit or alternative site\*
- Planning and invitations

- Arranging for food
- Activities
- Clean up

\*You can reserve a picnic shelter at a park or at the Aquatic Center by contacting the Wheeling Park District at 847-465-3333.

#### *Obtaining a Block/Street Party Permit:*

You will need to obtain a block party permit. You can obtain an application from the village. The application requires the consent of all residents of the portion of the street that will be closed to concur to the use of the street for a block or street party. Other rules are listed on the form. The application must be filed at least 14 days prior to the event. The Police, Fire, and Public Works Departments, as well as the Village Manager, must approve the request. The Public Works Department will provide barricades for the event.

If you live in a townhouse or condominium or apartment complex, be certain to contact the appropriate person to obtain permission to use the common areas.

#### *Planning and Invitations:*

Identify several neighbors who will help you plan your block party. Invitations should be given to every household. These can be sent approximately one month prior to the event and then a follow-up invitation should

be sent a few days before the party. Using children to distribute notices helps to get families involved. Invitations should include a heading which invites people to attend, date and hours of the party, location, planned activities, food arrangements, charges (if any), a contact person and phone number, and an alternate rain date.

#### *Food and Refreshments:*

Consider the number of people expected at the party and how much time and energy is available when planning the food. One popular option is for families to bring their own main course (usually hamburgers or hot dogs), as well as a dish to share with the others (salad, casserole or dessert).

#### *Equipment and Supplies:*

You will need to arrange the use of the following items:

- Tables
- Chairs
- Beverage coolers
- Coffee urns
- Barbecue grills
- Spatulas
- Waste containers
- Name tags and pens (although most people know some of their neighbors, name tags are helpful to introduce others, especially new comers).





**COMMUNITY DEVELOPMENT**  
**847-459-2620 (fax) 847-459-2656**

**NOTICE**

**To Block Party Applicant:**

**To ensure the safety and for the convenience of its residents, the Village of Wheeling will provide the required barricades for your upcoming block party.**

**Public Works personnel will deliver the barricades to the address of the Applicant on the FRIDAY PRECEDING the date of the party. The barricades will be deposited on the parkway of the address listed below. The barricades will be picked up on the MONDAY FOLLOWING the block party from the same location.**

**It is the responsibility of the Applicant to return all barricades to the parkway and in good condition.**

**I \_\_\_\_\_ of \_\_\_\_\_**  
**(PLEASE PRINT NAME HERE) (PLEASE PRINT ADDRESS HERE)**

**do hereby accept responsibility for the return of all barricades provided by the Village of Wheeling for a block party scheduled for \_\_\_\_\_, 20\_\_\_\_**

**(Application Phone # \_\_\_\_\_)**

**APPLICANT:**

**DATE: \_\_\_\_\_**

**\_\_\_\_\_  
SIGNATURE**



**COMMUNITY DEVELOPMENT**  
**847-459-2620 (fax) 847-459-2656**

To: Village Manager  
Village of Wheeling  
Wheeling, IL 60090

Date: \_\_\_\_\_

APPLICATION FOR AUTHORIZATION FOR STREET OR BLOCK PARTY

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Street(s) to be closed \_\_\_\_\_ Between \_\_\_\_\_

Secondary Routing for Detoured Traffic \_\_\_\_\_

Please provide a streetview map/sketch of the portion of the block to be closed.

On Behalf of all persons listed, I acknowledge and assume the responsibility for adhering to the following Village police requirements:

We, all residents in the area from \_\_\_\_\_ to \_\_\_\_\_  
(street location) (street location)

Do hereby consent to the holding of a Block Party on \_\_\_\_\_,  
Between the hours of \_\_\_\_\_ and \_\_\_\_\_.

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

( If more space is needed, please use other side).

1. That the application be filed at least 14 days prior to street or block party.
2. That certain streets at certain times must be identified by the Village as a major thoroughfare which may not be closed at the times request.
3. That the earliest time and date of filing application shall be the deciding factor should there be areas of conflict resulting from two or more applications.
4. **That all residents, whether attending or not, of the portion of the steet to be closed concur to the use of the street for a block or street party.**
5. That the events planned and conducted are in accordance with the law and will be conducted in such manner so as not to be offensive to other residents in the area.
6. That only Public Works approved barricades will be utilized.
7. That the use of the street be planned to allow passage of emergency vehicles to points within the closed area.
8. That the whole of the public thoroughfare area be cleaned and restored to public use immediately following the end of the time authorized for the street/block party.
9. That convenient and reasonable secondary routes for detoured traffic be identified.

\_\_\_\_\_  
Applicant, on behalf of the above residents

**THE FOLLOWING REQUEST HAS  
BEEN REVIEWED AND :**

\_\_\_\_\_ Approved \_\_\_\_\_ Rejected \_\_\_\_\_ Date

|             |       |       |       |
|-------------|-------|-------|-------|
| Police Dept | _____ | _____ | _____ |
| Fire Dept   | _____ | _____ | _____ |
| P.W.        | _____ | _____ | _____ |
| C.D.        | _____ | _____ | _____ |